

Certified Billing and Coding Specialist **Evening Classes** at **Area 31 Career Center** for the Fall Semester 2025 August 20(Orientation 6-9PM) & August 25 through December 18, 2025

Program Partners: Area 31 Career Center

Program Schedule: Monday, Tuesday, and Thursday; 6:00PM—9:00PM

Instructional Hours: 120 hours

Program Overview: The WTAE-Career Training CBCS Program trains students to perform billing and coding tasks in a medical office. The program gives students foundational knowledge in financial practices, understanding the basics of medical billing, and coding processes, the fundamentals of anatomy and physiology and medical terminology, HIPAA and ethical best practices. Students master multitasking as it relates to patient billing, processing insurance requests, maintaining records, and corresponding with patients. Students will use ICD-10-CM, CPT and HCPCS. **These books will need to be purchased by the student (\$360).**

Students will complete a mandatory 24-hour clinical experience during Weeks 11-14. Employment assistance is available to students.

Certifications: NHA Certified Billing and Coding Specialist (CBCS), WIN Essential Soft Skills, OSHA-10 Healthcare and CPR Basic Life Support Certification

Program Requirements:

1. High School Diploma or High School Equivalency (GED/HSE)
2. Indiana Identification (driver's license / state ID)
3. Social Security card/ Authorization to work in the US
4. Criminal Background Check
5. Drug Screen (10-panel)
6. Immunization Record
7. Physician Health Statement



Students will complete a mandatory 24-hour clinical experience during the class.

Week	Monday 6:00PM - 9:00PM	Tuesday 6:00PM - 9:00PM	Thursday 6:00PM - 9:00PM
1	August 25	August 26	August 28
2	September 1 (No School)	September 2	September 4
3	September 8	September 9	September 11
4	September 15	September 16	September 18
5	September 22	September 23	September 25
6	September 29	September 30	October 2
7	October 6	October 7	October 9
8	October 13	October 14	October 16
October 20 through October 31—Fall Break (No Classes)			
9	November 3	November 4	November 6
10	November 10	November 11	November 13
11	November 17	November 18	November 20
12	November 24	November 25	November 27 (No Class- Thanksgiving)
13	December 1	December 2	December 4
14	December 8	December 9	December 11
15	December 15 Certification Week	December 16 Certification Week	December 18 Certification Week

SELECTION PROCESS

1. Go to **adulted.info/career**, download and print the **class schedule**, and click "Start Here."
2. **Read everything carefully** before choosing "Click Here to Get Started!"
3. **Create** a Wayne Township Portal Login with your email and a password.
4. **Complete ALL** required steps in the 2025-26 Career Training Scholarship Portal, which includes uploading documents.
5. **Schedule** in-person TABE testing in reading, math, and language.
6. **Complete**— TABE testing 3 hours.
7. **Attend**- a 30-minute virtual interview.

At the conclusion of interviewing and testing, the selection committee will review all candidate files.

Competitive selections will be made for awarding of scholarships.

Candidates will be notified of scholarship status by email no later than August 13, 2025.

Updated 9/17/2024